



Title: Networking SCEAS
Effective Date: 02/10/08
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Review Date: 02/10/08
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Office: Information Technology (IT 600)

Networking SCEAS

Louisiana Technical College (LTC) has determined that the Student Course Enrollment Access System (SCEAS) can reside on a Personal Computer (PC) or a server, but has limited flexibility in a networked, multi-user environment.

Policy Reference: LCTCS Policy #7.002 Technology Policy
 LTC Policy #IS1930.133 Curriculum Development/Revision
 LTC Policy # IT1930.671 Securing Campus Technological
 LTC Form #IT600.20 IT Resource Request

Policy Review:

X	Reviewing Council/Entity	Review Date	Effective Date
X	Student and Academic Affairs Council	03/03/06	
X	Information Technology Staff	03/03/06	
X	Regional IT Support Staff	03/03/06	
X	LTC Executive Council	03/03/06	
X	Vice President of Career & Technical Education Approval	02/10/08	02/10/08

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 Hard Copy Distribution to LTC Regional Directors

SIGNATURE

James R. Sawtelle, III
 Vice President for Career & Technical Education



Networking Student Course Enrollment Access System (SCEAS)
Procedures and Specific Information

637.1 SCOPE

SCEAS can reside on a PC or a server, but has limited flexibility in a networked, multi-user environment. This policy applies to all LTC Regions and campuses.

637.2 SIMULTANEOUS USERS

637.2.1 Simultaneous users **MUST USE THE SAME SEMESTER**. The system is designed for all simultaneous users to view the same semester. If any user changes the semester being viewed, all simultaneous users' views will automatically change also. It is critical to coordinate with all users prior to viewing any semester other than the current one.

637.2.2 **If one person is going to run a compact/repair** (a necessary **WEEKLY** process to keep the system running efficiently or prepare it for backup), **ALL other users must exit the system first.** If the person is unaware that someone else has the system open on another PC and performs this process, it will corrupt the database.

637.2.3 A campuses' SCEAS system should be housed on server class hardware running a Microsoft Windows Server Operating System. If this is the case, there isn't a limit to the number of simultaneous users. There have been reports that there is a 10 simultaneous user limit when running SCEAS on a non-MS Windows Server platform.

637.3 DATA VALIDATIONS

While many safeguards have been implemented in the system to validate data and protect users from mistakes, anyone with minimal ACCESS skills can intentionally or **unintentionally remove data validations** from the system and wreak havoc in unpredictable ways, including destroying data and functionality. This ultimately results in crippling the student admission/registration/grading processes at the campus causing untold hours of research involved with identifying and correcting the root problem. Be sure your campus:

637.3.1 Never Links to SCEAS from another Access database or system

637.3.2 User always follows the SCEAS Menus vs. any other Access functions

637.3.3 Designated user/representative reads the User Manual and notifies mdeville@lctcs.edu of anything unclear

637.3.4 User never imports anything into SCEAS

637.3.5 User never exports anything into SCEAS

637.4 FILE MANAGEMENT

File management problems are frequent. If a person copies the database to their PC and continues their work and data entry while another person does the same thing, this will result in 3 different copies of the database, none of which are synchronized, causing data to become corrupt and lost. The research involved to identify and correct this problem is extensive, not to mention the frustration of the campus personnel and students when this happens. Therefore it is critical that proper file management is in place at the campus, and **all who access SCEAS have been properly trained in good file management techniques.**

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